City of Los Angeles

Inter-Departmental Correspondence

Date: April 6th, 2020

To: All Los Angeles City Departments

From: EOC Director - Aram Sahakian (General Manager, EMD)
EOC Deputy Director – Robert Nelson (Assistant Chief, LAFD)
EOC Deputy Director – Robert Marino (Deputy Chief, LAPD)

Subject: GUIDANCE FOR STAFF ON FACE MASKS AND COVERINGS

The City of Los Angeles Emergency Operations Center (EOC) serves as the central hub to coordinate and support the City's response to the COVID-19 outbreak. This includes ensuring the safety of City staff who are on the frontlines of this response. To achieve this, the City of Los Angeles is coordinating efforts with the LA County Department of Public Health to guide staff through the process of Personal Protective Equipment (PPE) ordering. As part of this coordination, the EOC Directors are implementing the following protocols to conserve supplies and safeguard staff during the COVID-19 pandemic.

Please note the following guidelines based on recommendations from the LA County Department of Public Health:

1. Prioritize the use of N95 masks for those personnel at the highest risk of exposure:
    - Medical professionals such as doctors and nurses
    - First responders such as police and fire
    - Personnel that **directly** handle areas that might be infected with the virus
    - Individuals who care for those who are ill
2. Prioritize the use of surgical masks for those personnel at a medium risk of exposure:
    - Those individuals listed above (if the N95 mask or equivalent are not available for purchase)
    - Personnel who work with members of the general public for a long period of time during their work hours without a protective barrier (e.g., window at front facing counters)
    - The general public who are symptomatic participating in our public programs
3. Help those who are not at high or medium risk of exposure understand the need to use cloth coverings as masks:
    - Those in a public setting where there is frequent foot traffic
    - Those in a public setting where physical distancing can be difficult to manage
    - See Guidance on Face Coverings to determine the need for Cloth Face Covering

Wearing a cloth face cover is not required when in public; however, it is recommended as an additional tool that individuals can use to help slow the spread of COVID-19. The wearing of cloth face covering does not replace other physical distancing requirements. Departments are encouraged to check the status of current resource requests submitted to the EOC and reevaluate their need based on the guidelines above.

If you are unsure what to request from the EOC, work with your departmental representative in the EOC or contact the Resource Status Unit Leader in the EOC at EOCOPSRESTAT@lacity.org.

Ordering Masks

Submit your resource request to your departmental representative in the EOC or the EOC Operations Section Coordinator at eocopscoord@lacity.org using the Resource Request Form. The request must include the following:

- The need for the type of mask (Use guidelines above)
- The burn rate for these masks and the period of time these masks will last (see Guidance for N95 Mask to determine the amount needed to purchase)
- The severity of the request (please include in the resource request form if the request will delay a program from starting on its projected start date)

For your request to be processed, you must continue to provide a source of funding. The EOC Logistics Coordinator will **not** process a request without a funding source.

Resources

Please continue to keep up with the latest updates for the City by signing up for NotifyLA https://member.everbridge.net/453003085619167/login

Please visit http://publichealth.lacounty.gov/ to find out the latest information regarding Personal Protective Equipment (PPEs).

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